

Sierra Vista Public Library Sign-Up Lottery for Meeting Rooms Application Instructions

As in the past, early sign-up for the calendar year January – December 2017 is again available for the library meeting rooms.

- ♣ Early sign-up will be held on **Wednesday, December 7, 2016**. We will use a lottery system to assign an appointment time to each group that wants to participate.
- ♣ To participate, fill out the attached application form and return it to the library any time before 7:00 p.m. **Monday, November 28, 2016**. Applications are also available online through the Library web page. Please fill out only **ONE** form per group.
- ♣ A drawing will be held, and the forms with the appointment noted will be sent out on **Tuesday, November 29, 2016**. Notification will be sent either by mail (include Self-Addressed Stamped Envelope with your application) or email.
- ♣ Only non-profit groups are eligible to participate in the early sign-up lottery. If you have any questions about your group's eligibility or the sign-up procedures, call Susan Abend at (520) 458-4225.

Sierra Vista Public Library

Sign-Up Lottery for Meeting Rooms

Application Form

Name of Group: _____

Name of Contact Person: _____

Telephone Number of Contact Person: _____

Sign-up for the meeting rooms is on Wednesday, **December 7, 2016**.

You may come to the Reference Librarian's Office at your appointment time. Or the librarian will call you within one hour of your appointment time. Please indicate your preference: ☐ I will come to the library

☐ I would like to be called

For notification of your appointment time mark how you wish to be contacted below:

☐ US Mail (include Self-Addressed Stamped Envelope with the application)

☐ Email (**write legibly**) _____

Email Address